



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5530.7A

N21

12 AUG 2004

COMNAVREGSW INSTRUCTION 5530.7A

Subj: COMMANDER, NAVY REGION SOUTHWEST (CNRSW) AUXILIARY  
SECURITY FORCE (ASF)

Ref: (a) OPNAVINST 5530.14C  
(b) SECNAVINST 5530.4C

Encl: (1) ASF Policies and Procedures  
(2) ASF Appointment Letter  
(3) ASF Minimum Training Requirements

1. Purpose. To establish guidance and procedures for assignment, employment and training of ASF Security Personnel per enclosure (1).

2. Cancellation. COMNAVREGSWINST 5530.7

3. Background. Current world events highlight the need for a strong regional security program maximizing available resources. The regional ASF program supports this need by providing trained security personnel during times of heightened security. The ASF is drawn from tenant commands within CNRSW, but is not intended to be a permanent solution for security manpower shortages. The ASF is needed to augment critical manning shortfalls until the Naval Security Force is fully manned and trained.

4. Responsibilities

a. The size of the ASF will depend largely on the size of the installation, criticality of assets to be protected and the number of personnel required to man additional security posts to protect mission essential assets. ASF manning strength should be sized to permit full manning of posts and patrols required in FPCON Delta, sustainable for at least five days, per reference (a). Each installation tenant command will provide its representative percentage of this requirement. All appointed ASF personnel will be assigned using enclosure (2). To determine this percentage, divide the total number of required FPCON Delta posts (above Bravo) by the total number of eligible personnel in the installation. The onboard count of personnel will be obtained from the Activity Manpower Document.

b. During times of heightened security and severe manning shortages in a particular installation, the Regional Commander (or Regional Security Officer in his absence) may temporarily reassign ASF aboard one installation to another installation to augment deficient Security Forces.

c. Each installation will designate an ASF Coordinator.

d. Each tenant command will designate an ASF representative.

e. The ASF may be used to assist afloat units in providing pier security or a shore perimeter around ships, especially those with limited security resources, per reference (b).

5. Activation. CNRSW will normally approve activation of ASF unless an emergent security matter requires immediate security personnel augmentation. In these cases, the Installation Commander may activate required levels of ASF, but must inform the Regional Commander and indicate anticipated duration. No other command element is authorized to activate ASF. Activation will be announced through the Naval Message system.

6. Mission. The mission of the ASF is consistent with that of the Regional Security Force and falls within the following categories:

a. Detect/deter and defeat terrorism.

b. Prevent/deter theft and other losses caused by fire damage, accident, trespass, sabotage, espionage, etc.

c. Protect life, property, and the rights of individuals.

d. Enforce rules, regulations, and statutes.

7. Training. The ASF will be trained to a level consistent with the Naval Security Force (NSF) to properly meet security requirements of high visibility special events, man made or natural crises, and increased FPCON's. All ASF Academies and ASF training will be conducted by CNRSW security training personnel, Mobile Training Teams from the Marine Corps Security Force (MCSF) Battalion, or Navy security personnel who are graduates of the USMC cadre school, per reference (a). Minimum training requirements for ASF are listed in enclosure (3).

12 AUG 2004

8. Action

a. All installations will promulgate Standard Operating Procedures (SOP) signed by the Commanding Officer or Officer in Charge and provide a copy to the Regional Security Officer.

b. All ASF personnel will comply with policies and procedures established by this instruction and listed in enclosure (1).

  
J. L. BETANCOURT

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ASF POLICIES AND PROCEDURES

1. Policy. ASF personnel are an integral component of the Naval Security Force. As a result, ASF members will stand posts and duty assignments in accordance with their individual level of proficiency.

2. Chain of Command. All ASF personnel will be assigned by the installation ASF Coordinator for watch bill assignments, training, leave, and uniform issues. For all operational matters i.e., post assignment, ASF personnel will fall under operational control (OPCON) of the installation Watch Supervisor where assigned.

3. Assignment

a. Personnel assigned to ASF will be designated in writing and screened by the installation ASF Coordinator to meet the standards set by reference (a). Enclosure (2) will be utilized to monitor personnel assigned to ASF and ensure taskings are met.

b. The following procedures will be utilized when ASF personnel are replaced or relieved. The installation ASF Coordinator will identify a replacement, by name, nominated by the tenant command. The replacement will have a signed ASF Appointment Letter (see enclosure (2)) prior to the individual checking into the ASF Academy. Before the member being relieved is detached from duty, his/her relief must satisfactorily complete the academy. The new member will be present for all duty and training until the next scheduled Academy. If the replacement cannot complete the Academy the Command ASF representative will identify a new replacement within seven days.

4. Training. Once a member has completed the two-week ASF Training Academy, they will receive additional sustainment training (both on the job and in the classroom) a minimum of two days per month scheduled by the installation ASF Coordinator.

5. Monthly ASF Summary Report. The installation ASF coordinator will be responsible for submitting a monthly ASF Summary Report to the Regional Security Officer. The summary report will outline training completed, qualification status and delinquent status.

6. Leave Policy/TAD Orders. ASF Personnel are required to submit copies of approved leave requests to the Installation ASF Coordinator. If a command/unit sends a member on temporary additional duty or leave, the Installation ASF Coordinator must be notified five days in advance in order to track personnel availability in the event of an ASF recall. A replacement must be qualified at entry level in order to be a qualified relief.

7. Quarterly Exercises. Reference (a) directs the ASF to participate in quarterly security exercises that are tailored to prepare members for terrorist and crisis management operations. The quarterly exercises will be organized and executed by each installation.

8. Weapons Qualifications. Initial weapons qualifications will occur during the ASF Academy. Requalification and sustainment firing will be fulfilled during the training phase of the ASF watch rotation.

9. Recall Procedures. All personnel assigned to ASF are subject to recall. CNRSW will normally approve activation of ASF unless an emergent security matter requires immediate security personnel augmentation. In these cases, the Installation Commander may activate required levels of ASF but must inform the Regional Commander and indicate anticipated duration. No other command element is authorized to activate ASF. Activation will be announced through the Naval Message system, as Email does not provide sufficient coverage or record.

10. Uniform issue and return. The Installation ASF Coordinator will issue personnel assigned to ASF an initial set of uniforms and equipment. ASF personnel will be responsible for maintaining these items and returning them to the place of issue upon checking out of ASF.

12 AUG 2004

(SAMPLE ASF APPOINTMENT LETTER)

MEMORANDUM

From: Command ASF Representative  
To: Installation ASF Coordinator

Subj: AUXILIARY SECURITY FORCE (ASF) APPOINTMENT LETTER

Ref: (a) OPNAVINST 5530.14C

1. ( ) \* is assigned duties as an ASF member per reference (a), (if applicable,) replacing ( ), \* who is being released from ASF duties.

2. The above listed member has been screened and meets the standards established by reference (a), specifically the member:

a. Has continuously met and maintained Navy standards for physical fitness for 24 months prior to assignment.

b. Possesses maturity and sound judgment.

c. Has not been convicted of non-judicial punishment or had a civil or court-martial conviction within the previous 24 months.

d. Has no drug or alcohol dependency or related incidents.

e. Will be assigned security duties on a collateral duty basis and will serve a minimum of 18 months with the Regional ASF after initial training and weapons qualifications.

f. Duty days and regular work assignments will not conflict with the ASF watch rotation and training.

3. The scheduled date for appointment to ASF duty is ( ).  
dd/mm/yy

4. If any standard listed in paragraph (2) can no longer be met due to the action of an individual, the Command ASF Representative will immediately notify the Installation ASF Coordinator and begin the process of designating a replacement.

\* NOTE: Provide full name, rate and SSN.

Enclosure (2)

12 AUG 2004

AUXILIARY SECURITY FORCE (ASF) MINIMUM TRAINING REQUIREMENTS

1. The following list of subjects is the minimum training requirements for the Navy ASF. Subject areas that should be taught by the Marine Corps Cadre or Marine Mobile Training Teams are identified as well as those subjects that should be taught by existing security department personnel or locally available assets such as NAVCRIMINSERV, medical, JAG, explosive ordnance disposal, etc.

MARINE CORPS CADRE/MOBILE TRAINING TEAMS

SUBJECT

Weapons

- Safety
- Basic Level of Proficiency/Qualification
- Pistol/Revolver
- Shotgun

Use of Force

- DON Policy
- Rules of Engagement

Physical Training

Unarmed Self Defense (Defensive Tactics)

Security Watch Standing (Interior Guard)

- General Orders
- Special Orders
- Challenging Procedures/Response

Search Techniques

- Personnel
- Vehicle
- Building
- Area

Communications

- Equipment
- Procedures

Antiterrorism Awareness

- Personal Protection
- Surveillance Detection

12 AUG 2004

- Threat Types

Individual Tactics

- Cover
- Concealment
- Movement

LOCAL SECURITY DEPARTMENTS

Security Department

- Organization (Duties and Functions)
- Jurisdiction and Authority

Search and Seizure

Uniform Code of Military Justice

Apprehension and Restraint

Crowd Control

Basic First Aid

Community Relations

Crime Prevention

Protection of Crime Scene

Disaster & Emergency Plans